

County/Agency _____ Date: _____ 01-05-2012
 Certification Worker _____
 Review Conducted by _____

INDIVIDUAL OPERATOR RECORDS REVIEW

Operator Name: _____ Address: _____
 Operator/Location# _____

Regulation (check one): ☐ Regularly Certified ☐ Provisionally Certified ☐ Dually Regulated ☐ School-Age ☐ In-Home

Dates File Reviewed, (current certification period) - Month/Year to Month/Year: _____

	WISCCRS DATE	Date Last Completed In file	Yes	No	Findings/Comments
<input type="checkbox"/> WISCCRS Case Comments: yes/no			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Application Form: Initial & re-certification applications are complete and signed.			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Certification Standards & Checklist: Forms are complete, signed and on file. Applicants/operators are given copy of the Standards & Checklist.	N/A		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> W-9 Form: Forms are complete and on file and uploaded in WISCCRS. (required as of 6/6/11) Certification Only			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> TB Test: Documentation that operators are free from tuberculosis prior to certification and recertification is on file.			<input type="checkbox"/>	<input type="checkbox"/>	

	WISCCRS DATE	Date Last Completed In file	Yes	No	Findings/Comments
<input type="checkbox"/> Water Test: Verification of well-water test is done every two years (when public water is not available).			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Rabies (if applicable) Updated rabies documentation for pets are on file.			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Landlord Permission (if applicable) Forms are signed and on file.			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Entry-Level Training: Verification of Department approved entry-level training is on file for Regular Operators. Date of Entry Level training completed? (see reverse side for requirements)			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> SIDS: Documentation on file.			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> SBS: Certificate on file, after 7/1/05 this training was offered in Module A. Ops Memo 07-50.			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Continuing Education (Agency Discretion): Verification of 5 hours of agency approved continuing education is on file or documented in case comments			<input type="checkbox"/>	<input type="checkbox"/>	

	WISCCRS DATE	Date Last Completed	Yes	No	Findings/Comments
<input type="checkbox"/> Substitutes: <ul style="list-style-type: none"> Substitutes, employees, and volunteers are approved by the agency before beginning work (verification of SIDS/SBS training). Substitutes working more than 240 hours in a Regularly Certified home comply with training requirements. Policy Manual under 4.6. Provider Training. 			<input type="checkbox"/>	<input type="checkbox"/>	Names
<input type="checkbox"/> Background Information Disclosure Form: BIDs are complete and on file for operators, non-client residents over 12 years, employees, volunteers, substitutes.			<input type="checkbox"/>	<input type="checkbox"/>	Refer to Caregiver Summary Page
<input type="checkbox"/> Caregiver Background Checks, CBC are completed for all individuals subject to Caregiver Law Caregiver Law: <ul style="list-style-type: none"> DOJ, Department of Justice DHS, Dept of Health Services (IBIS – Integrated Background Information Systems report) CPS. Child Protective Services SOR, Sex Offender Registry Out of State (if needed)/FBI Military (if needed) Ops Memo 09-81 Agency accurately enters caregiver background check data into WISCCRS			<input type="checkbox"/>	<input type="checkbox"/>	Refer to Caregiver Summary Page
<input type="checkbox"/> Agency followed the Caregiver Law when determining eligibility. Ops Memo 09-64 (In accordance with the crimes table and substantially related criteria)	N/A		<input type="checkbox"/>	<input type="checkbox"/>	Refer to Caregiver Summary Page

	WISCCRS DATE	Date Last Completed	Yes	No	Findings/Comments
<input type="checkbox"/> Certificate of Approval: A copy of the certificate is signed and on file.	N/A		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> On-Site Inspections: <ul style="list-style-type: none"> • Operator file documents on-site inspection conducted prior to initial certification/recertification &/or within 30 days of relocation. • On-site inspections agency conducts on-time, thorough, accurate visits to verify compliance with DCF 202.08 and 202.09. • Violations agency identified during site visits and issues a 294 non-compliance and correctly enters violations into WISCCRS. • Non-Compliance or Compliance Agency issues after each site visit. • No access visits or attempted Agency records date/time in WISCCRS. 		Date of most recent Home Visit:	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Compliance Record: Notices of non-compliances and compliance statements are issued, on file, entered, and uploaded into WISCCRS.			<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Complaints: <ul style="list-style-type: none"> • Within 10 working days after receiving a complaint the agency begins the complaint investigation. • Investigation and results are on file & entered into WISCCRS. 			<input type="checkbox"/>	<input type="checkbox"/>	

Entry Level Training Requirements:

DCF 202.08 (1)(b)2. a. A Level I (regular) certified family and in-home child care operator under s. DCF 202.04(5)(a), shall have completed at least 2 credits of early childhood training or non-credit department-approved training prior to Level I (regular) certification.

Department approved courses that meet the above requirement are:

- Introduction to Child Care Profession, Module A **and** Fundamentals of Family Child Care.
- Child care certification course offered by any of the technical colleges or Child Care Resource and Referral agencies that follow the competency based curriculum that was rolled out in 2003. This can also be offered online or in correspondence format.
- A broad-based university or technical college credit course (2 or more credits) on an area that applies to early childhood/child development. Examples of courses that meet this requirement are, but not limited to, Child Development, Child Psychology, etc.
- College degree in early childhood. If the applicant has a degree in other area, the applicant should submit a transcript to the agency if s/he has completed any credit based training above.

NOTE: If the applicant has completed the 15 or 40 hour course prior to 2003 (Early Childhood 1, the certification or licensing course), the provider is grandfathered to have met the certification training requirement.